

Draft
SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS

October 19, 2010

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday October 19, 2010. President Robinson called the meeting to order at 2:00 PM in the Gold Room/Members Lounge and led Directors and staff in the Pledge of Allegiance.

ROLL CALL: Roll call indicated the following directors were present:

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|-----------------|------------------|
| President: | Charles Robinson |
| Vice-President: | Steve Marsden |
| Secretary: | Darlene DeBaldo |
| Director | Bob Kenyon |
| Director | Sue Russ |

Staff: The following staff members were present:

| | |
|-------------------------|----------------|
| General Manager: | Charles Martin |
| Site Manager: | Greg Hebard |
| Maintenance Supervisor: | Ralph McGeorge |
| Acting Clerk: | Vicki Robinson |

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|---------|----------------|------------|
| Public: | Castle & Cooke | Dave Haley |
| | Castle & Cooke | Paul Stein |

APPROVAL OF MINUTES:

M/ by Director Russ and S/ by Director Kenyon to approve the minutes of the September 20, 2010. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

None.

CONSENT CALENDAR: Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion of these items unless a member of the Board, Staff or a member of the public requests specific items to be set aside for separate action.

- a. M/ by Director Kenyon and S/ by Director Marsden to approve of expenditures incurred by the district during the month of October.

Discusson:

President Robinson requested that the last column heading on the Monthly Budget Report be changed from “(Expenditures) Year to Date” to “(Expenditures) Previous Year to Date”.

President Robinson also requested that the calculation in Note (2) at the bottom of Page 2 of the Monthly Budget Report be corrected to show “\$2517 - \$905 = \$1612”, instead of “\$2517 + \$905=\$3422”.

M/ passed unanimously.

CORRESPONDENCE: (Board will briefly address/respond/refer)

- a. 2010 Biannual Notice of Conflict of Interest was signed by General Manager and mailed to the Calaveras County Clerk. This information specifies those employees required to file Economic Interest Reports. CSD Resolution No. 96-08 identifies Board Members and the General Manager as designated employees.
- b. The District has received a notice from LAFCO that there is an opening for a citizen to serve as a Public Member on the LAFCO Commission. Interested parties are to apply directly to LAFCO, no later than November 3, 2010.

OLD BUSINESS

None

NEW BUSINESS

- a. ACTION/SIMPLE MOTION: Staff recommends Board approval to contract with CPA Larry Bain as the District’s Independent Auditor for

FY 2010, FY 2011 and FY 2012. The fee for this service would be \$7,500 for each audit year. Board approval would include authorization for the General Manager to sign Mr. Bain's October 4, 2010 Letter of Engagement which is included as part of this Agenda packet.

M/ by Director Russ and S/ by Director Kenyon to accept Staff recommendation. M/ passed unanimously.

- b. ACTION/SIMPLE MOTION: Staff recommends Board approval of the Following schedule for review of the FY 2011 Saddle Creek CSD Budget:

Regular Meeting of November 16, 2010- Recommended Budget is presented to the Board and advertised Public Hearing is held.

Regular Meeting of December 21, 2010- Recommended Budget, with any changes agreed upon at the November 16, 2010 Meeting, are submitted to the Board and an advertised Public Hearing is held.

M/ by Director Russ and S/ by Director Kenyon to accept Staff recommendation. M/ passed unanimously.

STAFF REPORTS

Site Manager: Ralph McGeorge reports that the gas valve maps promised by JS West had not yet been received. As instructed by GM Martin, Greg will place another follow up call to Mr. Mayo and advising him that he will be requested to appear at the District's November 16th meeting if the maps had not been delivered prior to that date.

Ralph also reported that mosquito abatement activities for the year have been completed.

General Manager: GM Martin reported that the Ethics class information had been provided to all Directors. Mr. Lanzone is not available, so information regarding the Sexual Harassment class will be emailed to the Directors.

DIRECTORS REPORTS:

President Robinson – Mr. Robinson inquired if turkeys will be provided to the Maintenance Staff this year and it was agreed to do so.

V/President Marsden – None

Secretary DeBaldo – Mrs. DeBaldo inquired about the status of the District's letter to property owners. Vicki Robinson reported that Phyllis Richards will send the letter out by the end of the week.

Director Kenyon – None

Director Russ – Mrs. Russ remarked that the current Gate staff is very friendly and efficient.

ADJOURNMENT – Having no further business, President Robinson adjourned the meeting at 2:24 PM. CSD's next board meeting date is November 16, 2010.

Vicki Robinson, Acting CSD Clerk

Charles Martin, General Manager

APPROVED BY:

Charlie Robinson, Board President

Darlene DeBaldo, Board Secretary

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